

**GALLATIN COUNTY HISTORIC PRESERVATION BOARD
DRAFT BYLAWS**

Presented to the Gallatin County Commission
April 9, 2007

I. Mission Statement

The Gallatin County Historic Preservation Board will be the principal resource to the Gallatin County Commission and to its citizens, regarding the importance and stewardship of historic places in the County. The mission of the GCHPB will be to help preserve the heritage by recognizing, promoting and publicizing the significance of the historic districts, sites and structures within the County and by cooperating with the public and county, state and federal agencies to ensure the public awareness towards, and preservation of, this historic heritage.

II. Powers and Duties

- 1) The Board shall represent the County in an advisory capacity, to the State Historic Preservation Office and other city, county, state and federal agencies.
- 2) The Board shall maintain an inventory of historic places, districts and structures in Gallatin County to be made available to the County government and the public.
- 3) The Board shall, upon request, provide input to the Planning Department related to historic preservation matters.
- 4) The Board shall solicit and raise funds as are deemed necessary for the performance of its duties and programs, and will be empowered to accept donations and contributions toward the same purpose.

**III. Membership, Appointment
Term and Vacancies**

- 1) The GCHPB will be established and functions under the authority of, and be advisory to, the Gallatin County Commission. All appointments to the Board shall be made in accordance with the provisions adopted by the Commission to all advisory Commissions and Boards.
- 2) The GCHPB will have eleven (11) members.

- 3) The GCHPB will be empowered to recommend and nominate to the County new members to fill vacancies, which must be filled within 60 days following the removal or resignation of a Board member.
- 4) Terms of office of all Board members will be three (3) years. Each full term commences in January and terminates December 31, of the third year. Board members are eligible for re-appointment to the Board following the completion of a term.
- 5) Vacancies shall be filled for the term duration of the specific vacancy.

VI. Governance

- 1) Officers of the GCHPB will be Chair, Vice Chair, Secretary and Treasurer, who will be elected in June of each year by a majority vote of the Board for a renewable 12-month term. The Board shall replace a resigned or removed officer within 30 days of the vacancy.
- 2) Duties of the Chair shall be to call and conduct meetings and prepare the meeting agendas. Duties of the Vice Chair shall be to temporarily assume the duties of the Chair as needed. The Secretary will keep a faithful account of every meeting containing the names of all present, and all business transacted, including verbatim account of all resolutions. At each meeting, the minutes of the preceding meeting shall be available for approval by the Board and thereafter made available for inspection by the public. The Treasurer shall present a financial report to the Board at each regular meeting. The report shall include income, expenditures, current balances and shall be made available for inspection by the public.
- 3) An Officer of the Board shall be removed from that responsibility by a majority vote of the Board.

IV. Meetings

- 1) All meetings of the GCHPB shall be open to the public, and all documents generated by the Board shall be available for public inspection. The Chair shall provide a schedule of meeting dates, times and location to the Gallatin County Commission by February of each year. Any changes to the meeting schedule shall be provided to the Commission within three (3) days of the meeting.
- 2) Regular meetings of the GCHPB shall occur once every month, at a place, date and time determined by the Board. Regular meetings may be re-scheduled or postponed, and additional special meetings may take place at the discretion and approval of the majority of the Board.
- 3) The GCHPB shall have eleven (11) duly appointed members. Board quorum shall be established by two-thirds attendance or seven (7), whichever applies. A quorum is necessary to implement any Board action.

- 4) Board members shall attend all regular and special meetings of the Board. If unable to attend any meeting, Board members shall notify the Chair in advance of the meeting. By majority vote of the Board, the Chair may request the resignation of any Board member absent for three (3) consecutive meetings.
- 5) If exceptional circumstances exist requiring a timely or urgent decision on an issue already discussed by the Board, the Chair can acquire the Board members' vote by telephone, e-mail or in person. The Chair shall communicate and provide documentation of such Board decisions at the next regular meeting.

v. Amendments and Conflict of Interest

- 1) Amendments and changes to the GCHPB Bylaws shall be adopted during any Board meeting with a two-thirds vote of the full Board, or by a unanimous vote of a quorum attendance of the duly appointed Board members.
- 2) A Board member with a pecuniary interest in any issue before the Board shall immediately disclose the interest in the issue to the Board, and abstain from voting on any proposal or other Board action relating to the issue.